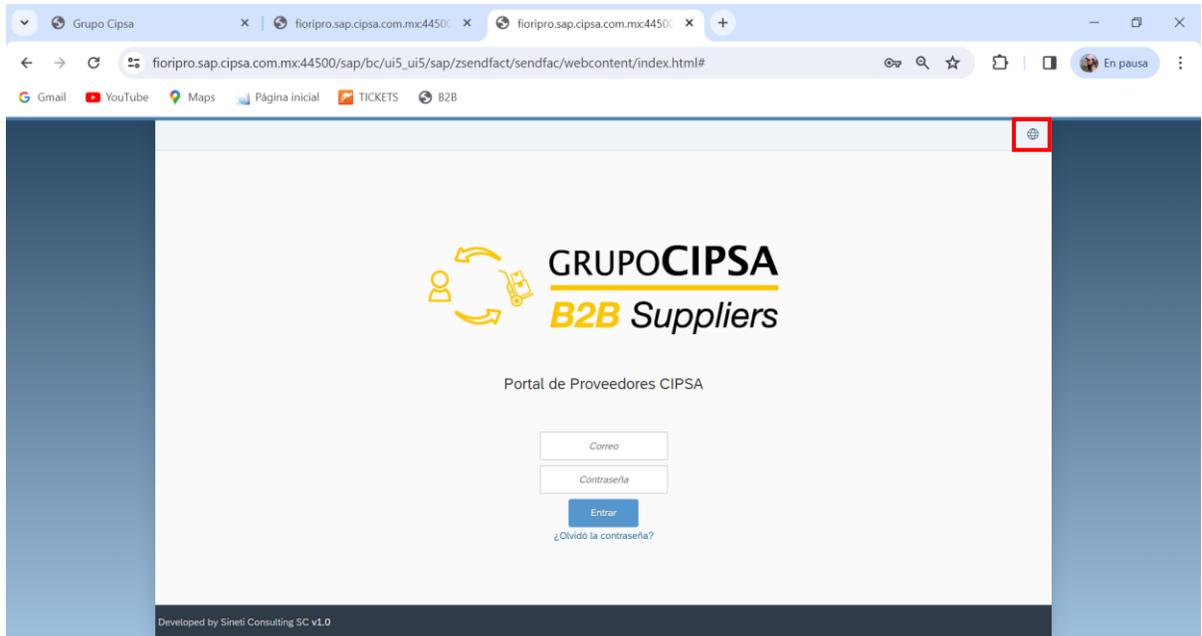


Instruction manual about: Scheduled Payments

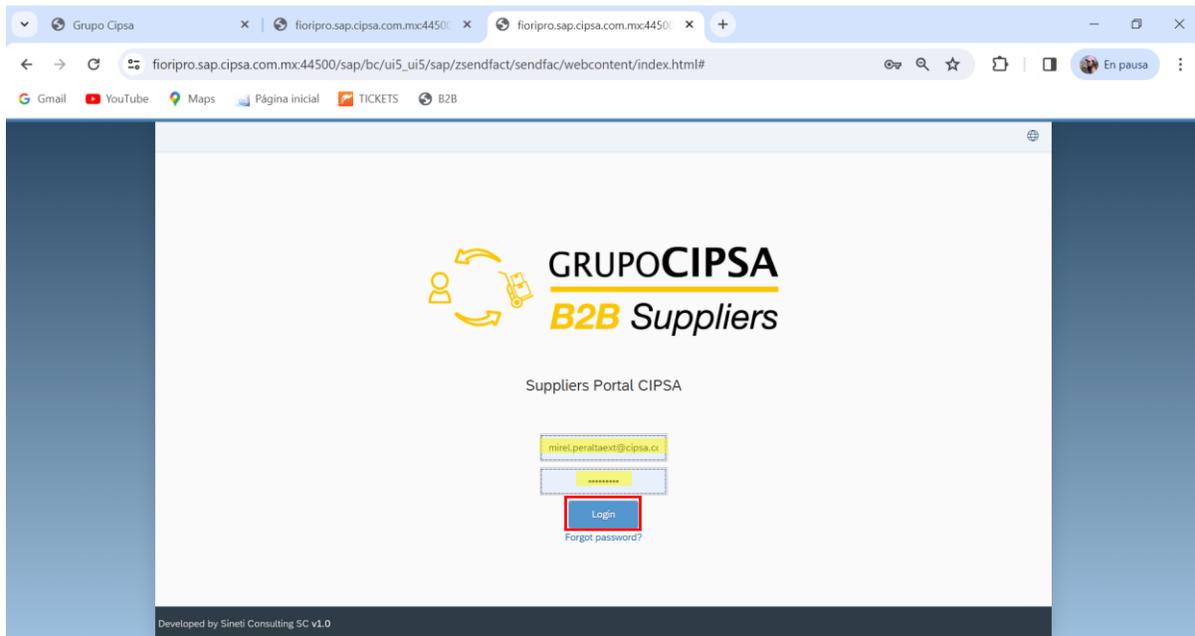
1. Enter to the B2B Suppliers Platform through the following link:
https://fioripro.sap.cipsa.com.mx:44500/sap/bc/ui5_ui5/sap/zsendfact/sendfac/webcontent/index.html#
2. Please click on the icon that appears in the top-right corner.



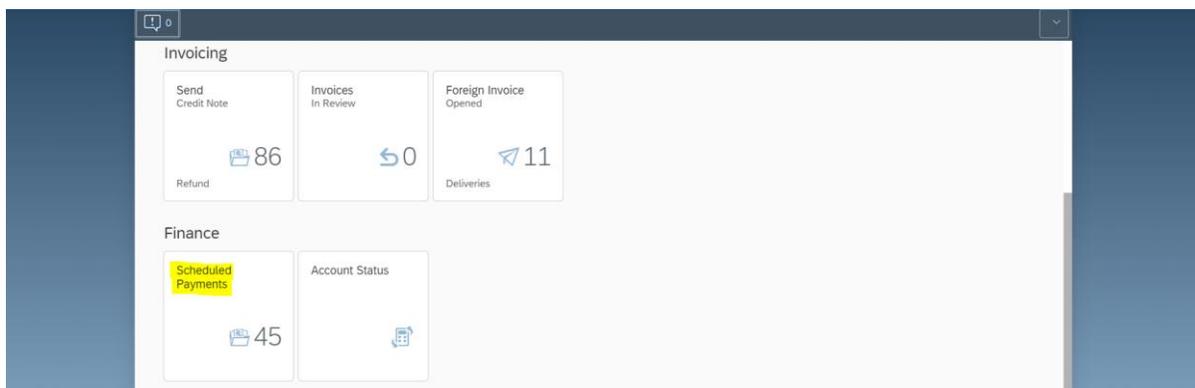
3. Then select the “English” language.



4. Type the mail, password and click on **“Login”**.



5. Click on **“Scheduled Payments”** in Finance section.



6. Please see **“Expiration Date”** section and adjust it to the payment day (Thursday).

Account Receivable	Search	Invoice Number						
<input type="checkbox"/>	Invoice Number	Vendor Name	Client	Reference	Reception date	Expiration date	Payment Date	Amount
<input type="checkbox"/>	5100077486	MULTIQIP INC.	CIPSA INDUSTRIAS	94041606	21-11-2023	25-12-2023	01-01-2024	70.55 USD
<input type="checkbox"/>	5100077485	MULTIQIP INC.	CIPSA INDUSTRIAS	94041605	21-11-2023	25-12-2023	01-01-2024	455.89 USD
<input type="checkbox"/>	5100077484	MULTIQIP INC.	CIPSA INDUSTRIAS	94041604	21-11-2023	25-12-2023	01-01-2024	26.28 USD
<input type="checkbox"/>	5100077483	MULTIQIP INC.	CIPSA INDUSTRIAS	94041603	21-11-2023	25-12-2023	01-01-2024	335.67 USD
<input type="checkbox"/>	5100077482	MULTIQIP INC.	CIPSA INDUSTRIAS	94041602	21-11-2023	25-12-2023	01-01-2024	303.83 USD
<input type="checkbox"/>	5100077479	MULTIQIP INC.	CIPSA INDUSTRIAS	94041601	21-11-2023	25-12-2023	01-01-2024	72.45 USD